

GETTING STARTED WITH HORNS (2020)

Welcome to HORNS, the TLBAA's online registry system. HORNS is a member benefit that is totally unique in the Texas longhorn industry. The system provides you, the member, with a wide range of features and capabilities that can be accessed anytime, anywhere via the Internet.

Some of the key features available to the member are:

- ✓ Online registration & transfer of animals
- ✓ Registry search
- ✓ Herd management
- ✓ Member profile

Please take a few minutes to read through the following information in order to familiarize yourself with some of the key features of the HORNS system.

USERNAME / PASSWORD

By now you should have already contacted the TLBAA office and had your username and password set up. Your username is always your membership #. Please keep in mind that your password is case-sensitive. That means that your password must always be entered exactly as you defined it – uppercase letters must always be entered in uppercase and lower-case letters must always be entered as lower-case. If you have any problem getting logged on to HORNS, contact the TLBAA office and verify that your password is correct.

You can access the HORNS system by going to the TLBAA website (www.tlbaa.org) and clicking on the link for 'HORNS' at the top of the homepage, follow the clickable links. The HORNS logon screen will be displayed where you enter your username and password.

PROFILE

One of the first things you should look at is your member profile. The profile is displayed by clicking 'My Account' then 'View'. Your profile contains basic contact information, like contact names, addresses, phone numbers, email addresses, etc. If any of your information is not correct be sure to call the TLBAA Office and notify any member of the office staff.

Your member profile is also where you can optionally include the map location of your ranch in HORNS Pinpoint Longhorn feature. This is a useful feature that makes your contact information and directions to your ranch available to visitors to the site through the widely used Google Maps program which supports multiple views of the map, zoom in/out, and driving directions.

The member profile also contains a list of all partnerships of which you are a partner. Animals owned in partnership will be shown as active animals in the herds of each member of the

partnership. So, it is important that partnership definitions are correct and up to date. Please review the list carefully and if there are any discrepancies or omissions, please contact the TLBAA office immediately so that the list can be corrected.

ONLINE PAYMENTS

With HORNS, there are multiple payment options for Registrations/Transfers: Credit Card on File, Pay by Phone (Member Calls in), or Check (Mail in).

Please note that if you pay by check, be sure to provide sufficient information (date, work order # and amount due) with the check to allow the staff to identify which online transaction to apply the check to.

HERD MANAGEMENT

Under the Herd Management section of the Membership Information menu, you can start new registrations/transfers, Update Status, record a Bull for lease, submit DNA samples, list private treaties and view any recently sold cattle.

As you review the herd (My Account>View) for the first time, it is likely that you will notice animals included that you may no longer own. Typically, this situation is caused by animals that may have been disposed of, by slaughter or commercial auction for example, and/or sold without papers and the Association was not notified. HORNS **uses** an 'Update Status' feature to allow you to remove such animals from your active herd and specify a particular 'Disposal Code' to indicate the reason. Note that when an animal is given a disposal code, the animal is removed from your active herd but is still accessible in your list of Legacy Animals and remains in the registry. In addition, the animal can always be accessed by the Search tool which is covered later in this document. It is recommended that you take some time and use the 'Change Status' feature to remove any animals that are no longer active in your herd. Not only will this make your herd inventory cleaner & easier to manage, but it will also make for a more accurate registry.

REGISTRATIONS & TRANSFERS

Using the HORNS system, you can submit both registrations and transfers online. There is a 'Registration Application' in the Herd Management section of the Membership Information, fill out all necessary information before submitting. Registration Options also include Record Only/Do Not Register, For Slaughter and Miniature Status.

There are two ways to Transfer an animal. First, you can select 'Transfer Animals' then you will select 'Choose from My Animals' following all on screen instructions. Second, under 'My Account' then 'View' you can select transfer on the line next to the animal you would like to transfer. Once the transfer button has been selected, go to Work Queues, Transfers and select View/Edit to enter the Buyers TLBAA Membership Number and the Date of Sale.

While registrations and transfers have different screens to collect the necessary information,

both require the member to follow the same basic 4 step procedure:

1. Enter & validate the data which places the work order in the appropriate queue
2. Click 'Close & Invoice' to close the work order and create an invoice
3. Select Your Payment Method

In the case of registrations of calves other than natural service (AI/ET, Clones, Miniature), registrations will not be committed to the registry until the required additional paperwork is received and processed by the TLBAA office.

Refer to the 'How To' documents on the Home screen for instructions on completing registration and transfer forms. And of course, you can still use the standard paper forms for registrations and transfers if you prefer. Simply mail the forms and your payment to the TLBAA office as you have done in the past.

The Work Order is not submitted until you select Close and Invoice, you will select the payment method and submit the work.

SEARCH TOOLS

One of the most exciting features of the HORNS system is the Search Tools which enables members to research the pedigree of any animal in the registry. You can access the Search Tool under the Resources option in the Home page. Using the Search Tool, the registry can be searched by registration #, animal name or private herd number (phn). The use of a wildcard character, the asterisk (*), allows you to search for an animal when the exact name is not known. Wildcard searches can also be performed on private herd number. Once the animal you are searching for has been identified in the Search results, you can click on the animal's registration number to see the Animal Detail Page. The Animal Detail Page contains all information normally present on the registration certificate plus registered offspring by year and an optional photo.

The Search Tool is a tremendous asset when researching pedigrees in sales catalogs. As a security measure, HORNS limits the number of searches a member can perform in a 24 hour period. However, the search limit only applies to searches outside the active animals in your herd and the animals shown on each of their Animal Detail Pages.

Refer to the 'How To' document on the Home page for more details on the Search Tool and the daily Search limit.

SUPPORT

When you have questions or problems, there is a multi-level support structure for HORNS. It is recommended you follow these steps:

1. Check the list of 'How To' articles and FAQ's on the Home page to see if one of them might provide the assistance you need.
2. Call the TLBAA Office and ask for help.
3. If the problem still cannot be resolved, contact Jim Bulger at jim@digitalbeef.com